

M. Jones – Meeting Overview 10/28/98

Review Agenda

Tips on Videotape Etiquette:

Please stand to be called on for comment or question.

When you speak, do so loudly and clearly so the speaker can hear and repeat your comment for the videotape.

The first time you make a comment, please introduce yourself by name and organization. Since we aren't taking the time to go through self introductions, in this way, over the course of the day, we'll get to know everyone.

Since we have people from different agencies and organizations in attendance (and those from other places may want to borrow the videotape later) please avoid the use of acronyms when asking questions or making comments.

The roped off area in the back is for those who come in late. If you know you have to leave during the course of the conference, please switch your seating to that area to avoid walking in front of the camera while the conference is in session.

Resource Table

In addition to your conference package that Pat addressed, Pat has gathered some additional materials that we have placed on the resource table (point out location). During breaks or at lunch, you may wish to review the materials available. If there is a document that you'd like to have a copy of, please sign up on the sheet provided for that document and a copy will be provided to you after the conference. This applies to all documents except the books. Those, unfortunately, you have to buy for yourself.

Posters

(Direct attention to the posters around the room.) We've done a first cut of Selection criteria for OL projects. (for example) If you have a wonderful idea to add to our list, please jot it down on a post-it note (available on the wall near the

posters) and put it at the bottom of the poster. Also, if you have an OL project idea that you'd like an office to consider doing, please write it down and put it on the OL Project Poster. Dr. Kessler plans to do a follow up briefing for the Senior Staff and could pass along your ideas to the appropriate office director for consideration.

Administrative Remarks

Bathrooms are in the lobby area and in the same location on each floor.

Phone messages will be taken and posted on the message board outside the room. Please check there during breaks for your messages. If the message is an EMERGENCY, Carol Herman will come get you. The number to give to your offices is 594-2812 for EMERGENCY it's 594-0616. A phone is available in room 100W.

Lunch is on your own. If you are not familiar with the restaurants in the area, talk with someone nearby that works in this building. There are also some brochures on the Resource table. There is only a one-hour lunch break so please make your choices accordingly.

For those of you who would like to attend the Video Festival while you eat your lunch, it will be conducted in Room 100W. It begins at 11:45. There is a poster (point out) that gives the title and running time of each video. (For those of you who did not bring a brown bag lunch, the closest place to pick up a sandwich is the Lunch Basket, across the street at ground level. There is also a break room across the hall from room 100W that has soda and snack machines.

Groundrules

Seek to understand and learn, not criticize.

Demonstrate respect for differing opinions (attack challenges, not each other)

One person speaks at a time

Please come back from breaks on time

Others (?)

Get group agreement on groundrules. Pat and I will reinforce them. I do have a penalty flag but would prefer not to use it.

Expectations

It is our hope and expectation that we'll learn from each other and discover important insights from our speakers today. At the end of the day, while this large group of wonderful minds is still assembled, I'd like to gather a synopsis of the key lessons learned from the group so we can record those key learning's while it's fresh in everyone's minds. So, as we go through the day, as important insights strike you, please jot them down in the front of your conference book so you'll have them for ready reference in the group process later in the day.

Those learnings from today will be immediately applied tomorrow in the OSB OL Workshop to help the participants engage in the critical analysis of the pilot OL projects they are considering.

It is also our hope that today may stimulate those of you in other offices to begin to think creatively about potential OL projects in your own areas of expertise.

Finally, we hope that today's shared experience will strengthen the bonds of partnership between the various offices present so you can act as a continuing support system for one another in pursuing innovative ways of accomplishing the crucial mission of CDRH and FDA.